



*At St Andrew's, children will be taught to become reflective about beliefs and values, use their imagination and creativity to develop curiosity in their learning. They will be helped to develop and apply an understanding of right and wrong both in their school life and life outside school and be encouraged to take part in activities to develop their social skills. Children will develop an awareness of and respect for diversity in relation to gender, race, religion and disability. All pupils will have the same access to all areas of the curriculum regardless of their gender, race or cultural background.*

## **Confidentiality Policy**

### **Rationale**

At St Andrew's, we respect the privacy and trust of children and their families, while ensuring access to high quality care and education.

### **Aim**

The fundamental aim of this policy is to ensure that all members of the school community are confident that any personal information will remain strictly confidential.

### **Aims and Objectives**

- to ensure that school is a 'confidential, safe place' for children and their families, in line with the aims of 'Every Child Matters'.
- to ensure that all families can share their information, in the knowledge that it will only be used to enhance the welfare of their children.
- to ensure that staff and children feel secure in the knowledge that their personal information is confidential and will only be shared with persons on a need-to-know basis in-line with the school's Publication Scheme (Freedom of Information Act 2000) and Fair Processing Notice (Data Protection Act).

### **Guidelines**

1. Staff, governors, students and parents working or helping in school will not discuss personal information given by a parent or disclosed by a child with other members of staff, except the Headteacher or DHT in their absence.
2. No child's personal or educational information will be discussed by students from High Schools or Institutes of Higher Education who are working in the school with persons outside the school. Nor will information that could identify a child or family be included in any course work, assignments or research.
3. Parents may access the information and records relating to their own child but will not have the right to access information about any other child. This includes class lists.
4. Any concerns/evidence relating to a child's personal safety or protection are kept by the Headteacher in a secure place and will only be shared if appropriate.
5. Personal information about children, families and staff is kept securely.
6. Issues related to the employment of staff, remain confidential to the people directly involved with making personnel decisions.
7. Parents' permission is sought for media photographs to be taken of their child by the school and local press.
8. This policy should be read in conjunction with the school's Behaviour, Health and Safety and Child Protection Policies.
9. This policy will be made available to staff, students, governors and voluntary helpers working in school and each will be asked to sign a declaration of acceptance.

**Review: Delegated to the Headteacher September 2013. Updated May 2014 to include the Junior School.**

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### **Confidentiality Policy February 2016- Declaration of Acceptance**

I have read and accept the Confidentiality Policy. **Signed:** ..... **Date:** .....

**Full name:** ..... **Position:** .....